

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Establishment – Rationalization of Staffing Pattern in Greater Hyderabad Municipal Corporation (GHMC) – Approval of norms for Staffing in GHMC and Revised Administrative Structure in GHMC – Orders – Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (A1) DEPARTMENT
G.O. Ms. No. 156

Dated:09-04-2013

Read the following:

- 1) G.O.Ms.No.261, MA&UD(Elec.II) Dept. dated 16.04.2007
- 2) G.O. Rt. No. 560 MA & UD (F1) Department, dated 21-4-2008
- 3) Letter No. 012/UGE-PMU/2008 dated 9-11-2011 from Chairman of the Expert Committee on Rationalization of Staffing Pattern in GHMC with report of the Committee.
- 4) Letter No. 123/AC(A)/OP-1/GHMC/08-121 dated 16-3-2012 from Commissioner, GHMC
- 5) Memo No. 13044/A2/2011-5 dated 16-8-2012 from MA & UD Department
- 6) Letter No. 123/AC(A)/OP-1/GHMC/08-344 dated 28-8-2012 from Commissioner, GHMC
- 7) G.O.Ms.No.92, Finance (SMPC.I) Dept. dated 03.04.2013

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ORDER :-

In the reference first read above, the Greater Hyderabad Municipal Corporation (GHMC) was constituted in the year 2007 by merging twelve municipalities surrounding the city with a population of 17.18 lakhs and an area of 448.44 sq.km. to facilitate improved civic service delivery and effective civic administration

2. In the reference second read above, an Expert Committee was constituted under the Chairmanship of Sri M. Prasada Rao, IAS (Retd.) to study the various aspects of Staffing Pattern in erstwhile MCH and the merged 12 municipalities and submit a report to the Government with specific recommendations to rationalize the Staffing Pattern in the newly constituted Greater Hyderabad Municipal Corporation keeping in view of administration, service, legal and financial implications involved therein.

3. The Expert Committee submitted a report on Rationalization of Staffing Pattern in GHMC in the reference third cited. The salient features of the report and recommendations of the Expert Committee are as follows:

- i. 12 surrounding municipalities have been merged in GHMC in April, 2007 and there is variation in the structure of staff in erstwhile MCH and the merged municipalities.
- ii. Certain categories of posts prevailing in the erstwhile merged municipalities were not existing in erstwhile MCH and vice versa. There is need to rationalize the existing Staffing Pattern in entire GHMC to avoid ambiguity in various categories of posts.
- iii. There is significant increase in the urban services to be provided to the increased urban population in GHMC from 21.00 lakhs in the year 1981 to 73.79 lakhs as per 2011 census whereas there is no adequate increase in the staff in GHMC during this period to provide required urban services.
- iv. GHMC is entrusted with new functions namely, urban poverty alleviation, slum upgradation, welfare of weaker sections of society, urban forestry in addition to centrally sponsored schemes and external aided projects. Adequate staff is required to implement all these functions and schemes satisfactorily.

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- v. Several reforms have been initiated in the areas of e-Governance, Property tax, Accounts, Engineering, Town Planning and Urban Poverty Alleviation in GHMC. In addition, six (6) reforms have been initiated at ULB Level under JNNURM along with reforms in Community Participation, Public Disclosure of Information, Building Regulations, and Engineering etc. The implementation of reforms needs the services of qualified, experienced and adequate staff.
 - vi. Time lines are fixed for completion of centrally sponsored schemes and external aided projects. GHMC will not have access for further funds under these schemes and projects unless time lines fixed are adhered to.
 - vii. GHMC is not provided with adequate staff to implement various centrally sponsored schemes and to meet the growing needs of city on one side and on another side there was a ban on filling up of vacant posts since nearly 15 years.
 - viii. There is need to improve quality of various civic services rendered by GHMC to meet the aspirations of the community.
 - ix. There is significant increase in the financial transactions in GHMC consisting of increase in municipal revenue from Rs.95.79 crores in 1994-95 to Rs.1441.23 crores in the year 2009-10 and similar increase in expenditure in the last 15 years.
 - x. Service level bench marks have to be implemented in various aspects of four key urban sectors namely, water supply, sewerage management, solid waste management and storm water drainage to improve levels of service delivery.
 - xi. Implementation of service level bench marks is one of the nine conditions stipulated by XIII Finance Commission for sanction of performance grants to ULBs from the year 2011-12.
 - xii. There is need to improve urban governance by adopting e-Governance, implementation of Citizen Charter, Right to Information Act and Public Disclosure of Information under the amended Municipal Act.
4. The norms recommended by the Committee broadly for various categories of posts are as follows :

Sl. No.	Category	Basis of the Norm	The Norm
1.	Senior Level Post	Positional	No. of posts suggested based on workload
2.	Middle Level Post	Positional cum Span of control	No. of posts suggested based on workload
3.	Assistant Engineer (Projects)	Monetary	1 post for works costing Rs. 5.00 crores per annum
4.	Deputy Executive Engineer (Projects)	Span of Control	1 post per 3 AEs / AEEs
5.	Executive Engineer (Projects)	Span of Control	1 post per 3 Dy. EEs
6.	Assistant Engineer (Maintenance)	Monetary	1 post for works costing Rs. 3.00 crores per annum
7.	Deputy Executive Engineer (Maintenance)	Span of control	1 post per 3 AEs / AEEs
8.	Executive Engineer	Positional	1 post per circle

	(Maintenance)		
9.	Town Planning Building overseer / Town Planning Supervisor	Population	1 post per 40,000 population subject to a minimum of 8 posts per circle
10.	Bill Collector	No. of assessments	1 post per 3,000 assessments
11.	Tax Inspector	No. of Bill Collectors	1 post per 3 Bill Collectors
12.	Sanitary Inspector	Population	1 post per 50,000 population
13.	Health Assistant	Population	1 post per 1 lakh population
13.	Sanitary Jawan	Span of control	3 posts per 1 Sanitary Inspector
14.	Superintendent	Span of control cum Positional	No. of posts suggested based on workload
15.	Senior Assistant	Span of control cum Positional	No. of posts suggested based on workload
16.	Junior Assistant	Span of control cum Positional	No. of posts suggested based on workload

5. The Commissioner, GHMC in the reference fourth cited, has informed that the Standing Committee, GHMC and the Corporation have accorded approval to the recommendations of the Expert Committee on Rationalization of Staffing Pattern in GHMC with slight modifications and requested the Government to issue orders in the matter.

6. Government, after careful consideration of the matter hereby approve the norms for Rationalization of Staffing Pattern in GHMC recommended by the Expert Committee as indicated in Para (4) above. The details of the norms approved for Staffing Pattern Department-wise, Category-wise and Office-wise in GHMC are annexed to this order.

7. Government hereby approve the Revised Administrative Structure in the following areas in GHMC as recommended by the Expert Committee.

- a) Re-organization of Circle Offices from 18 to 30 based on population of 2011 census at the rate of one Circle Office per 2.65 lakhs in erstwhile MCH area (15 Circle Offices) and one Circle Office per 2.25 lakhs in erstwhile 12 municipalities (15 Circle Offices) as higher growth of population is anticipated in these areas
- b) Re-organization of Zonal Offices at the rate of one Zonal Office for every 6 new Circle Offices to be established
- c) Sanction of the following New Departments :
 - 1) Solid Waste Management Department (SWM)
 - 2) Designs Circle in Engineering Department (Projects)
 - 3) Major Roads and Bridges Circle in Engineering Department (Maintenance)
 - 4) Disaster Management cum Transport Department
 - 5) Statistics Department
 - 6) Records Department
- d) Bifurcation of SWM from Health Department and transfer this Department to new SWM Department under Engineering wing
- e) Strengthening of the following Departments
 - 1) Engineering Department (Projects)
 - 2) Quality Control Circle in Engineering Department (Projects)
 - 3) Engineering Department (Maintenance)
 - 4) Town Planning Department

- 5) Revenue Department
 - 6) Health Department
 - 7) Estate Department
 - 8) Advertisement Tax Department
 - 9) Legal Department
 - 10) Election Department
 - f) Decentralization of Advertisement Tax and Estate Departments
 - g) Simplified procedure for Trade Licenses
 - h) Additional Commissioners at Head Office reduced from 10 to 6.
 - i) Change of nomenclature of 'Section' as 'Department'.
 - j) Positioning of Assistant Commissioners at Circle Offices
 - k) Disbandment of 3 posts of Joint Commissioners at Zonal Offices
 - l) Re-designation of the post Chief Engineer (Maintenance) as Chief Engineer (General).
 - m) Re-designation of the post of 'Chief Financial Advisor' as 'Chief Accounts Officer-cum-Financial Advisor.
 - n) Re-designation of the post of 'Financial Advisor' as 'Accounts Officer-cum-Deputy Financial Advisor.
8. In the reference 7th read above, Orders were issued for sanction of 2607 additional posts Department-wise and Category-wise in GHMC as per the norms approved in Para-6 above and filling up these posts in two phases
9. The Commissioner, Greater Hyderabad Municipal Corporation shall take necessary action accordingly.
10. This order issues with the concurrence of Finance (SMPC.1) Department vide their U.O No.8256/314/A3/SMPC.I/13, dated 04.04.2013

Encl.: One Annexure

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**B.SAM BOB,
PRINCIPAL SECRETARY TO GOVERNMENT**

To
The Commissioner,
Greater Hyderabad Municipal Corporation, Hyderabad.

//FORWARDED BY ORDER//

SECTION OFFICER